



## Job Vacancy Announcement

**Agency Job Posting #:** TSBP 21-005  
**Work in Texas #:** 14454048

**Number of Openings:** 1  
**Schedule:** Full-Time

**Opening Date:** March 30, 2021  
**Closing Date:** April 30, 2021 at  
Midnight

**Job Title:** Executive Directory/Secretary  
**Annual Salary:** Up to \$141,510  
**Team:** Executive Administration  
**Reports to:** TSBP Board  
**Travel:** Required  
**New Hires & Rehires:** 60 day waiting period for health coverage

**Military Crosswalk**  
**Army:** General Officer  
**Navy:** General Officer  
**Coast Guard:** General Command &  
Staff  
**Marine:** General Officer  
**Air Force:** General Officer

### General Description

The Executive Director/Secretary is the Chief Executive Officer of the agency, Secretary to the Board, and an ex-officio member of the Board. The Executive Director/Secretary is responsible for administering the administrative rules and state policy in support of the Texas Pharmacy Act (Occupations Code Subtitle J), the Texas Controlled Substances Act (Health & Safety Code, Chapter 481) and the Texas Dangerous Drug Act (Health and Safety Code, Chapter 483). The Executive Director/Secretary reports to the Board and is responsible for the TSBP's consistent achievement of its mission and financial objectives, including but not limited to overseeing all aspects of financial and program management, strategic planning, staff leadership, policy development, human resource management, fiscal management, management of activities related to statutory duties of the Board, legislative liaison, and performing any other duties as assigned. Responsibilities include, but are not limited to, those specific duties assigned by the Board through its President, as generally described below. The Executive Director performs highly advanced (senior-level) policy administration and managerial work. The Executive Director works under minimal supervision with extensive latitude for the use of initiative and independent judgment. The position requires annual personal financial disclosure pursuant to Chapter 572, Texas Government Code.

### Essential Duties and Responsibilities

- Serves as chief executive officer of the Board and as an ex-officio member as Secretary.
- Provides a leadership role in the regulation of the practice of pharmacy to carry out the Board's mission, goals, and objectives.
- Responsible for facilitating the Board's strategic planning process and establishing action plans to evaluate and accomplish the Board's annual goals and objectives.
- Responsible for formulating and recommending policies, regulations, financial plans and other appropriate projects for the Board's consideration and approval.
- Responsible for planning agendas and developing background materials for Board meetings; participates in all Board meetings.
- Responsible for preparing and presenting an annual budget and annual report regarding agency operations to be approved by the Board.
- Monitors agency revenues and expenditures and assures that all funds, legal records, physical assets and other property, and management controls are properly instituted and safeguarded.
- Participates in the disciplinary process through attendance at informal conferences for respondents subject to potential disciplinary sanctions and by providing guidance for informal disposition of cases.
- Represents and communicates for the Board to a variety of constituencies, including legislative bodies and members, professional associations, educational institutions, pharmacists, consumers, and governmental agencies.
- Serves in a leadership role by managing and advising team leaders with respect to agency policies, services, and activities.
- Monitors state and national trends and developments in health care, including pharmacy practice and the regulation of pharmacy. Informs the Board of the implications of these trends/developments and makes recommendations for the Board's consideration.
- Establishes and maintains ongoing relationships with relevant state governmental entities such as the Legislative Budget Board, Governor's Office, and legislative members and staff. Communicates the Board's priorities and needs with respect to funding and legislative changes.

- Maintains effective working relationships with other state and federal agencies, professional organizations, the press, consumer groups, and educational institutions.
- Responsible for and participates in selection, development, promotion, discipline, and evaluation decisions of agency employees.

**Knowledge, Skills, and Abilities:**

- Extensive knowledge of health care systems and the practice of pharmacy, including legal and regulatory requirements.
- Demonstrated ability to lead, motivate and manage people and resources, including strategic and operational planning skills.
- Demonstrated ability to exercise sound professional judgment to solve complex problems.
- Problem-solving and reasoning skills.
- Demonstrated ability to formulate, recommend and implement policies and procedures and to plan and organize work to effectively meet competing priorities and responsibilities.
- Working knowledge of budget preparation and execution, and thorough understanding of financial management of a public or private organization.
- Knowledge of legislative and regulatory processes.
- Thorough knowledge of agency policy and procedures.
- Strong interpersonal skills and demonstrated ability to interact with a variety of constituents.
- Demonstrated ability in public speaking and written and oral communications.
- Ability to maintain effective working relationships with other employees.
- Ability to maintain confidentiality.
- Memory skills.

**Education and Experience Requirements:**

B.S. or Pharm.D. degree in pharmacy from an accredited institution and licensure or eligibility for licensure to practice pharmacy in Texas is required (i.e., must be licensed prior to employment as required by Texas Occupations Code, §553.002). A minimum of ten years responsible experience in agency/executive-level management is required. An advanced degree in public administration, business, or pharmacy administration is highly desirable.

As a condition of employment, a criminal background check will be conducted (state and national fingerprint background check).

**Environment/Physical Conditions**

Normal office environment. Tobacco free workplace. Work involves verbally communicating with the public on a daily basis in person and by video or telephone. Work also involves travel to conferences and meetings throughout the country. Travel generally involves flying by commercial airline to distant locations and being away from home for several consecutive days. Regular attendance at the Austin office is required when not travelling on agency business.

*The specific statements shown in each section of this position description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.*

**How to Apply**

Applicants must submit a cover letter that focuses on the applicant's unique qualifications for the position and a completed State of Texas Application with all requested information. Incomplete applications will not be considered. A resume may be submitted as a supplement to the State of Texas Application; however, a resume submitted in lieu of the application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected.

The Texas State Board of Pharmacy (TSBP) accepts the State of Texas applications only for posted vacancies. Applications must be received by 12:00 P.M. CST on the closing date.

Applications may be submitted online at [WorkinTexas.com](http://WorkinTexas.com) and by email to:

Texas State Board of Pharmacy  
333 Guadalupe St. Ste. 3-500  
Austin Texas 78701  
[human.resources@pharmacy.texas.gov](mailto:human.resources@pharmacy.texas.gov)

Supplemental items to the application, such as a cover letter, resume, or other requested documentation, must be submitted via email to [human.resources@pharmacy.texas.gov](mailto:human.resources@pharmacy.texas.gov)

Each applicant selected for an interview will be required to present a compelling, focused speech of no longer than eight minutes with a single message about why the applicant would be the best candidate for the position.

**Veteran's Preference**

In order to receive a veteran's preference for any position, the following documents must be submitted with the employment application: a copy of the DD-214; a statement of compensation from the Veteran's Administration, or a copy of the DD1300.

*An Equal Employment Opportunity Employer: TSBP does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. A copy of TSBP's EEO Plan Utilization Report is available at [http://www.pharmacy.texas.gov/files\\_pdf/EEO\\_Utilization\\_Report\\_TSBP\\_Amended.pdf](http://www.pharmacy.texas.gov/files_pdf/EEO_Utilization_Report_TSBP_Amended.pdf)*